

## UAF Biology and Wildlife At-Home Field Safety Plan

This document must be completed by students seeking approval to do fieldwork without direct TA or instructor supervision. The course instructor is responsible for ensuring that students plan to work safely and have appropriately planned for any and all relevant hazards. The instructor must review student field procedures and must review and sign this document before work can begin. Copies of this document must be kept by the course instructor, students, course TA (if applicable), and B&W Lab Supervisor. Students must bring a copy with them during fieldwork.

### General Information

|   |                      |                                 |                           |
|---|----------------------|---------------------------------|---------------------------|
| Course Name and Number:   |                      |                                 |                           |
|   |                      |                                 |                           |
| Instructor:   |                      | Instructor Contact Information: |                           |
|   |                      |                                 |                           |
| TA (if applicable):   |                      | TA Contact Information:         |                           |
|   |                      |                                 |                           |
| Students Involved – You may only work alone if all of your field work is to take place on campus, or near your personal residence |                      |                                 |                           |
| Name:   | Contact Information: | Emergency Contact Name:         | Emergency Contact Number: |
|   |                      |                                 |                           |
|   |                      |                                 |                           |
|   |                      |                                 |                           |
| Brief description of work to be carried out at the field site:  |                      |                                 |                           |
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### Location

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| Location of Field Site <i>Note: Detail must be sufficient to locate you if you fail to check in or require emergency assistance.</i> |
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| Method of transportation to and from site(s) (e.g. personal vehicles, public transportation, bicycle, etc.):                         |
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| Method of transportation at site(s) (e.g. walk/hike, showshoe, bicycle, etc.):   |
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### Communication and Check-In

| List the approximate dates, times, contact person, and their contact information below. Be sure that your contact person has the information needed to you if you forget to check-in, or your instructor in case of emergency. Note: students working entirely on campus or from home do not need a contact person.  |      |                    |   |                   |
|--|------|--------------------|---|-------------------|
| Lab #  | Date | Times (e.g. 6-8pm) | Contact Person  | Contact Number(s) |
|  |      |                    |   |                   |
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|  |      |                    |   |                   |
| The contact person will initiate a missing person search if you have not reported in by these dates and times and cannot be reached. Note: students working entirely on campus or from home do not need a contact person.  |      |                    |   |                   |
| Lab #  | Date | Time               | Contact Person  | Contact Number(s) |
|  |      |                    |   |                   |
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|  |      |                    |   |                   |
| What type of communication devices will you have in the field with you, and what are their numbers/frequencies/etc.?   |      |                    | How will you make sure your emergency communication devices are charged and working if you need them?   |                   |
| <ul style="list-style-type: none"> <li>- cell phone(s) (list numbers)</li> <li>- departmental tracking and communication device</li> <li>- other (list)</li> </ul>   |      |                    | <ul style="list-style-type: none"> <li>- turn off except when needed to conserve battery</li> <li>- extra charger (fully charged before departure)</li> <li>- extra batteries</li> <li>- keep device within optimal temperature range by storing appropriately</li> <li>- other (identify)</li> </ul> |                   |
| In an emergency, contact emergency services directly. List the emergency contacts that can respond at your field location (if in town, this is 911).<br>You should also notify your contact person of the situation as soon as possible once emergency services have been notified. Your emergency contact will notify your instructor, or UAF Dispatch of the situation so they can help with the initiation of any required paperwork. |      |                    |   |                   |
| Emergency Service to Contact   |      |                    | Contact number  |                   |
| Fire/police/ambulance  |      |                    | 911   |                   |

## Potential Hazards

|   |   |
|---|---|
| <p>What hazardous weather conditions may be encountered?</p>  | <p>How are you preparing to deal with the potential hazards (e.g. layered wicking clothing, waterproof outer layers, well-insulated mittens and boots, sunblock, carry water bottles, emergency heat packs and warming blankets, etc.)?</p>           |
| <ul style="list-style-type: none"> <li>- extreme cold</li> <li>- extreme heat</li> <li>- sun</li> <li>- high winds</li> <li>- rapid changes in weather</li> <li>- others (list):</li> </ul>   |   |
| <p>Under what conditions will you reschedule your field work and notify your contact person of the change (e.g. extreme cold, high winds and drifting snow that could obscure paths, storms are predicted, road closures, trail closures, problem bear in the area, wildfires, etc.)? When will the weather forecast, fire activity, and wildlife activity be checked, and what is the appropriate source of information to check for each?</p> |   |
| <p>What other hazards might you encounter at your field site? Examples include (but are not limited to) wildlife, uneven or steep terrain, deep snow, flowing water, active shooting during hunting season, wasps, etc.</p>   | <p>How are you prepared to deal with this potential hazard and avoid injury due to it? (e.g. snowshoes will be used to walk on deep snow, wear bright orange and work in an area with high visibility, be alert for moose, carry a tracker, etc.)</p> |
| <ul style="list-style-type: none"> <li>- poor trail marking / loss of path</li> <li>- deep snow</li> <li>- uneven or steep terrain</li> <li>- flowing water</li> <li>- moose</li> <li>- bear</li> <li>- wildlife (specify):</li> <br/> <li>- poor/limited visibility</li> <li>- active shooting during hunting season</li> <li>- other (specify):</li> </ul>  |   |

**Potential Hazards (cont.)**

Will you be using any chemicals or hazardous equipment? If so, you must list them here and attach the protocols your instructor has approved for working with them safely in the field. Your protocols must include the procedures for safely transporting materials to and from your site. Be aware that university regulations and state and federal laws and regulations apply and must be followed.

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**Medical Conditions**

Does anyone in the group have a medical issue that might require treatment during the field work (e.g. wasp/bee sting allergy and potential exposure to these insects)? If so, state signs and symptoms of medical emergency and what will be done, including medications to be carried and who will administer them, including what will be done in the event that the individual is unable to self-administer. Identify circumstances that would indicate emergency medical services and evacuation from the field site are necessary and the protocol for initiating emergency services.

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**Permits and Training**

Is a permit, pass, or other authorization needed to work at the field site or carry out the intended work? If so, who has secured the permit? Who will carry the permit, pass, or authorization so that it is available if needed?

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**INSTRUCTOR:** Identify any formal safety or procedural training required for this field work (i.e. bear safety training, drivers safety training, etc.)? Drivers safety training is expected for students who will be driving to their field sites. List the formal training needed and the date it was completed by each student.

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**Instructor must complete the following**

I have reviewed the student field protocols and emergency plan and authorize them to work in the field as laid out in these documents. They have received training in the procedures they will carry out and on the proper use of equipment and materials they plan to use. I have discussed the potential hazards associated with their particular fieldwork with them, and have made sure they are aware of the hazards and have planned appropriately to avoid injury due to these hazards.

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|              |           |      |
|--------------|-----------|------|
| Name (print) | Signature | Date |
|--------------|-----------|------|

**Insurance**

Each participant is individually responsible for obtaining personal insurance that provides adequate coverage. The University of Alaska does not provide coverage for students on unsupervised outings. If you have questions about coverage, contact UAF's Risk Management Office.

I acknowledge my understanding that my personal insurance must cover me during field work and associated travel to and from my field site(s). This includes but is not limited to medical, vehicle, personal injury, and liability coverage. I accept responsibility for obtaining personal insurance and having my insurance information with me on the trip in the event of an emergency.

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| Name (print) | Signature | Date |
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| Name (print) | Signature | Date |
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| Name (print) | Signature | Date |
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